

ANNUAL FORMS/INFORMATION/DEADLINES

State Library Phone:800-325-0131
Dial Zero to bypass extension list

Deadline Date:	Item:	Information and/or Form Found At:	Consultant:
January			
	LSTA Short Term Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	Grants Officer/Debbie Musselman
February			
2/1	Summer Reading voucher use deadline	Included in manual mailing, call for duplicate	Youth Services/Marge Kudrna
2/28	Equalization Use of Funds Report	(Only applies to qualifying libraries)	Administration & Mgt/Maria Hines
March			
3/12-15 See site for exact deadline	LSTA Long Term Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	Grants Officer/Debbie Musselman
April			
4/10	Technology Plan/Update Form	http://www.sos.mo.gov/library/certifications/schedule_due.asp	Technology/Jean Morrison
4/10	Filtering (CIPA Compliance)	http://www.sos.mo.gov/library/certifications/schedule_due.asp	Technology/Jean Morrison
4/10	Completed NEW Technology Plan IF needed. Must be done every third year. Check your files for the last approval letter from the State Library.	http://www.sos.mo.gov/library/certifications/tech_planning.asp	Technology/Jean Morrison
May			
5/15	Verification of Receipt for SRP voucher use	Included in manual mailing, call for duplicate	
June			
6/30	State Aid Certification	http://www.sos.mo.gov/library/certifications/schedule_due.asp	Administration & Mgt/Maria Hines
6/30	List of Trustees	http://www.sos.mo.gov/library/certifications/schedule_due.asp	Administration & Mgt/Maria Hines
July			
7/12-15 See site for exact deadline	Short Term LSTA Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	Grants Officer/Debbie Musselman
August			
September			
9/15	Summer Reading Evaluation	http://www.sos.mo.gov/library/development/srpsurvey/	Youth Services/Marge Kudrna
October			
November			
11/12-15 See site for exact deadline	Long Term LSTA Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	Grants Officer/Debbie Musselman
11/12-15 See site for exact deadline	Special Cycle LSTA Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	Grants Officer/Debbie Musselman
11/30	Public Library Survey (statistical report)	http://www.sos.mo.gov/library/certifications/schedule_due.asp	Statistical Analyst/Katina Jones
December			
Mid-December	MOREnet deadline Form 479 and Letter of Agency	http://www.more.net/services/e-rate/loa.html	Rebecca Miller, MOREnet
The Missouri State Library provides workshops and other training opportunities for library staff throughout the year. Please visit the MOSL Continuing Education Calendar for a complete listing of upcoming events: http://www.sos.mo.gov/ce_calendar/ .			